



CITY OF SAINT PAUL
Christopher B. Coleman, Mayor

ANIMAL CONTROL CENTER
1285 Jessamine Avenue West
Saint Paul, Minnesota 55108

Telephone: 651-266-1100
Facsimile: 651-266-1120
Web www.stpaul.gov/dsi

Keeping of Animals Permit Instructions

Thank you for your interest in a **Keeping of Animals Permit**. This permit is intended to ensure the welfare of animals kept in large numbers, the welfare of barnyard animals not typically housed in urban environments and other animals that are not part of mainstream pet ownership. The permit also ensures that these animals do not become a nuisance or health and safety risk to owners and area residents.

Background: A **Keeping of Animals Permit** is required for any household owning four (4) or more dogs or cats, or any livestock (including fowl) or exotic animals pursuant to St. Paul Legislative Code §198.

Cost: Initial Permit: \$74 (Fewer than three hens \$26), Annual Renewal: \$28 (Fewer than three hens \$15).

Process: The process varies from permit to permit depending on the type of animals being kept. All permits require an **application, petition, payment, and annual inspection**. Permits for dogs, cats, and ferrets require proof of **current anti-rabies vaccination**. Permits for dogs require **Saint Paul Dog Licenses**. Permits for animals kept outside require a **site plan** (including, but not limited to, livestock, fowl, and bees). Permits for beekeeping require **specialized education**. In some cases permission must be granted from the Heritage Preservation Commission. Depending on the type and size of any outdoor structure, electrical or building permits may also be required.

To ensure timely processing of your permit request, please confirm that all paperwork is complete and accurate before submitting it. Incomplete application packets **will not** be accepted. Use the "Keeping of Animals Permit Checklist" to verify that all documents are ready to be submitted. Falsifying information is grounds for denial or revocation of a permit.

Saint Paul Animal Control strongly suggests that you contact our office to obtain a map showing the properties from which you will need to obtain signatures. Request a map by calling (651) 266-1100 or by filling out the form at this site: <https://www.stpaul.gov/report-incident>.

Once complete, the application packet and payment can be hand delivered or mailed to:

Saint Paul Animal Control Center
1285 Jessamine Ave., W
Saint Paul, MN 55108

Hours for hand delivery are: Monday-Friday 1:00-5:00 pm.

Payment: Cash, Check (payable to City of Saint Paul), Visa, Master Card, Discover, American Express

Keeping of Animals Permit Checklist

All Permits

- ☐ The application is completely filled out, including the questionnaire.
- ☐ The petition includes verifiable signatures from 75% residents within 150 feet of my property lines, on the same side of the street.
- ☐ The maximum number and species of animals are listed on every page of the petition.

Heritage Protection Zones

- ☐ Permission from the Heritage Protection Commission has been given in writing if the permit includes external structures.

Animal Rescue Organizations and Fosters

- ☐ A statement on organization letterhead indicating the number and species of animals being fostered. The letter must be signed by the head of the organization.

Permits for Livestock, Fowl, Bees, and other animals involving OUTDOOR structures

- ☐ Completed site plan.
- ☐ Electrical permit, if the structure will use electricity (contact the Department of Safety and Inspections at 651-266-8989).
- ☐ Building permit, if the structure is over 120 square feet (contact the Department of Safety and Inspections at 651-266-8989).

Permits for Dogs, Cats, and Ferrets

- ☐ Saint Paul Dog Licenses for all dogs in my care, including foster dogs.
- ☐ Copies of anti-rabies vaccination certificates for all dogs, cats, and ferrets in my care.

Permits for Beekeepers

- ☐ Proof of a completed, approved beekeeping education course.

Payment

- ☐ Payment will not be accepted until all other necessary forms are submitted.

Inspection

- ☐ Inspection will be arranged after the site plan is approved by the Department of Safety and Inspections.

Keeping of Animals Permit Application

Instructions: Fill out the information completely and accurately. Submit the application, petition, and other required paperwork to Saint Paul Animal Control with payment. Partially completed applications, or applications missing required paperwork **will not** be accepted.

Site Address	_____ Saint Paul, MN _____
Applicant	Name: _____ Phone Number: _____ Applicant Signature: _____ Date: _____ Email Address: _____
Property Owner (if different)	Owner Name: _____ Mailing Address: _____ City/State/Zip: _____ Property owner signature: _____ Date: _____
Heritage Preservation Commission	The above referenced property is protected, individually or as part of a district, by the Heritage Preservation Commission (if yes, you must submit documentation from the Commission that you may install external structures): Yes: _____ No: _____
Animal Fostering	Some or all of the animals kept pursuant to this permit are owned by an Animal Rescue Organization (if yes, you must submit a letter from the organization's Chair or President specifying the species and number of foster animals): Yes: _____ No: _____
Species Information	Fill in requested information. Attach additional pages if you are keeping more than one species of animal. Be sure to list the number as the maximum number of each species to be kept on your property. Species: _____ Number: _____ Species: _____ Number: _____ Species: _____ Number: _____ Species: _____ Number: _____

<p>General Questions</p> <p>(attach additional pages as necessary)</p>	<p>If the animals are kept outside more than 50% of the time, describe the housing:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>How do you intend to use the animals (companionship, eggs, breeding, etc.):</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>Describe the steps you intend to take to prevent odors, rodents, flies, and other pests:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>Roosters are prohibited in Saint Paul. If you are applying to keep chickens, what is your plan to prevent roosters from becoming part of your flock or remove roosters if they do:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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I hereby acknowledge that this information is complete and accurate; that the animals will be maintained in conformance with the ordinances of the City of Saint Paul, and that any structures will be constructed in accordance with the approved plans. I understand that falsifying information contained in the application, exceeding the number or species of animals requested, or otherwise violating the terms of the permit is grounds for denial or revocation.

Applicant's Printed Name

Applicant's Signature

Petition for Keeping of Animals Permit

Instructions: Talk to neighbors within 150 feet of your property lines (on the same side of the street) and tell them about the animals you intend to keep. Ask that they sign the petition. You must obtain signatures from 75% of owners or occupants.

* The species and maximum number of animals must appear on **every** page of the petition.

* Saint Paul Animal Control strongly suggests that applicants contact our office to obtain a map showing the addresses that fall within 150 feet of their property lines. You must obtain signatures from 75% of affected properties.

*If multiple unit buildings fall within the affected zone, contact Saint Paul Animal Control for specialized instructions.

*If you believe a property within the affected zone is vacant, contact Saint Paul Animal Control, (651) 266-1100.

Site Address: _____ Page: _____ of _____

The resident at the above referenced address is applying for a permit to keep certain species and numbers of animals on their property. The application process requires applicants to obtain permission from 75% of owners or occupants at properties within 150 feet of their property (on the same side of the street).

By signing below, I am giving permission for the following types of animals to be kept at the address listed on this form:

Species: _____ Number: _____ Species: _____ Number: _____

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Owner/Occupant Name: _____ Address: _____
Signature: _____ Phone Number: _____
Owner/Occupant Name: _____ Address: _____
Signature: _____ Phone Number: _____
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Signature: _____ Phone Number: _____

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Site Plan Instructions

Site Plan approval is required for any coop, loft, beehive, or other external structure used for outdoor exotic animals or livestock, even if the proposed dwelling is part of an existing structure.

Setback and Location:

- Coops, lofts, hives, or other external structures for livestock or exotic animal housing must be located in the rear yard.
- Beehives must be setback at least 10 feet from property lines.
- Any other coop, loft or outdoor livestock or exotic animal housing must be set back at least 5 feet.
- No set back is required for pens or runs.

Size and Height: The size of the structure will vary based on the size and number of animals being kept.

- Each chicken must have at least 4 square feet of living area.
- Each pigeon must have at least 1 ½ square feet of living area.
- Contact Saint Paul Animal Control for minimum living space requirements for any other type of animal (sheep, goats, etc.)
- Outdoor animal dwelling structures may not exceed 12 feet in height.

Other Permits:

- If electricity is to be provided for heating or lighting, an electrical permit must be obtained by the property owner or a licensed contractor.
- If the structure is larger than 120 square feet, a building permit must be obtained by the property owner or a licensed contractor.
- Contact the Department of Safety and Inspections for more information, (651) 266-8989.

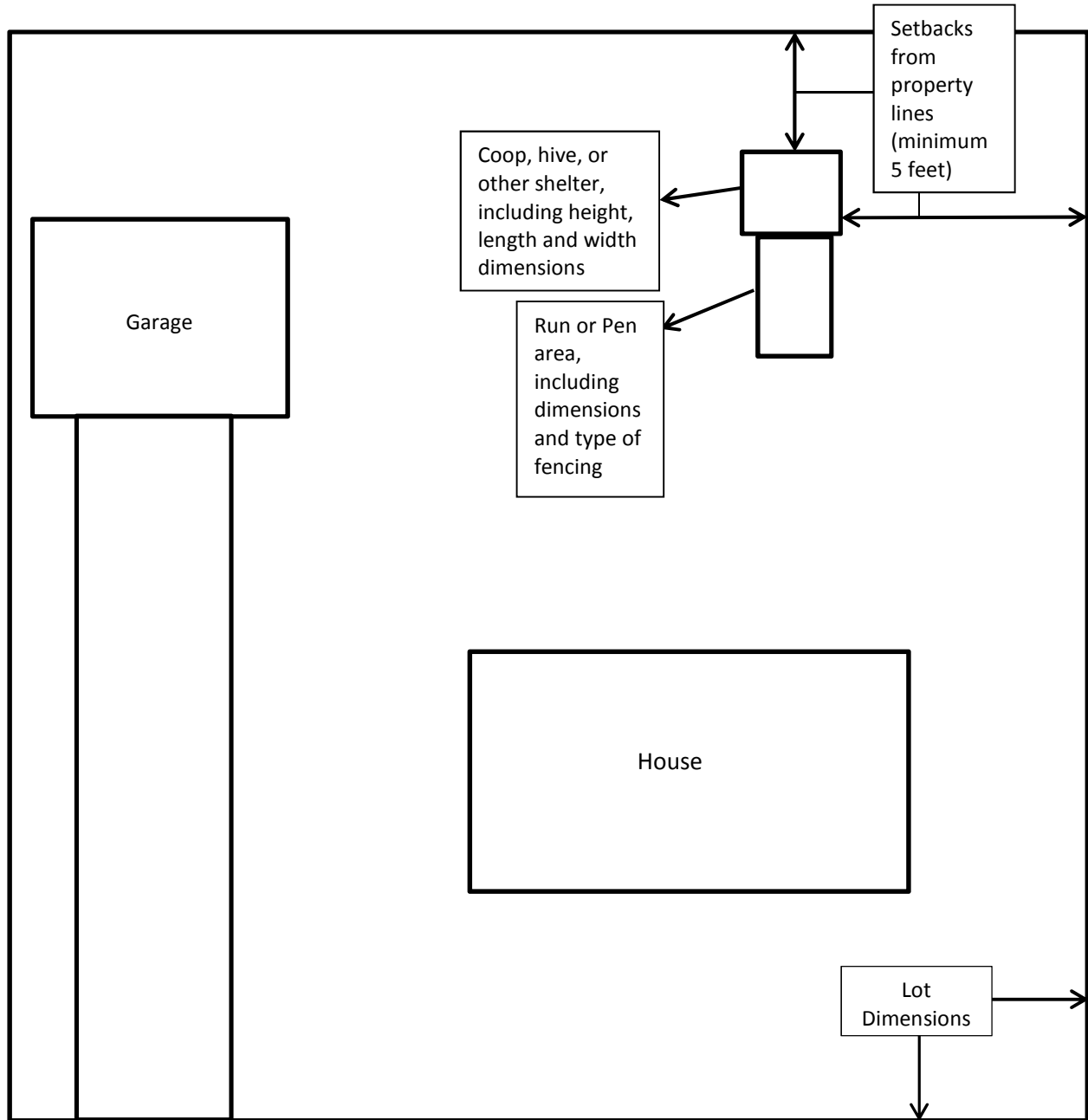
Minimum Site Plan Requirements: Site plans are approved by the Department of Safety and Inspections, Plan Review and Zoning Division. A site plan is a drawing looking down on the lot, showing the dimensions of the lot, the house, garage, driveway, and existing buildings. The Site plan must include:

- The location and dimensions of the structure where the animals will be housed.
- The height of the structure.
- The type and location of fencing.
- The number and species of animals proposed.
- The distance the proposed buildings are set back from property lines.
- Please request the “Beekeeping Rules and Regulations” for additional beekeeping requirements.

A sample site plan and proposed format can be found on the following pages, for your convenience.

Sample Site Plan

This is a sample: This page may not be submitted with a permit application. It is provided only for illustrative purposes. Do not mark-up, revise, or adopt this page to your project.



Site Plan

This site plan format is optional: It is available as a convenience –site plans may be provided in other formats, so long as they contain all necessary information.

Name: _____ **Site Address:** _____

Phone Number: _____ **Scale:** One (1) square = _____ Feet

Species: _____ Number: _____ Species: _____ Number: _____

Species: _____ Number: _____ Species: _____ Number: _____

This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin black lines. There are 20 columns and 20 rows of these squares, creating a total of 400 individual square units. The lines are evenly spaced both horizontally and vertically across the entire page.